



Municipal Court 4000 Galleria Parkway, Bee Cave, Texas 78738  
(p) 512-767-6630 (f) 512767-6639 (e) [court@beecavetexas.gov](mailto:court@beecavetexas.gov)

DATE \_\_\_\_\_

DEADLINE \_\_\_\_\_

## GUIDELINES OF DRIVING SAFETY PROGRAM

### GENERAL INFORMATION:

You may take a Driving Safety Course for a moving traffic violation once a year.

You may NOT take the course for dismissal of a citation if:

1. You were speeding 25 mph or more over the posted limit,
2. Leaving the scene of an accident,
3. Fleeing police
4. You have Commercial Driver's License.
5. In a construction zone with workers present.

You may take the Driving Safety Course at any State of Texas approved location.

You must also present proof of financial responsibility (insurance) to the Court before you are granted permission to take the course. You are responsible for enrolling in and completing the course. You must submit the **Court** copy of the certificate of completion and your driving record (**form 3A**) to the court within 90 days from the date you are granted permission to take the course.

Failure to present the required items to the court within the 90 day period could result in:

1. The imposition of a fine for violation charged in the citation,
2. The issuance of an arrest warrant if the fine is not paid, and
3. The violation being placed on your driving record.

### INSTRUCTIONS:

1. Complete and sign the request form for a Driving Safety course before a Notary Public.
2. Attach a copy of your proof of financial responsibility (insurance) to the request.
3. Attach copy of valid Texas Driver's License.
4. Upload the documents to the city website or have them mailed to the court within 10 days.
5. **DO NOT** sign up or start the course until you have received your confirmation email.
6. Once we receive the request to take the Driving Safety Course, action on your ticket will be deferred for 90 days. This 90 day period **cannot be extended**.
7. **Provide an email address to the court with documents if requesting by regular mail.**
8. Complete the attached form requesting your driving record (**3A**) and mail the form **immediately** to Box 149246, Austin, Texas 78714-9246 with your \$10.00 check or money order payable to the Texas Department of Public Safety **OR** order a driving record online at [www.TexasOnline.com](http://www.TexasOnline.com), select Type **Form 3A**, (certified complete driving history), \$12.00 fee. The record will be mailed to you or you can print it out. Please make sure you present the complete history, which may be more than one page, to the court along with your driving safety course certificate by your deadline.

**Do NOT wait for the driving record before taking the driving safety course.**

**Presentation of the certificate and your driving record to the court is required before your citation will be dismissed.**